

**WASHINGTON BOARD FOR
ARCHITECTS**

**Meeting Minutes
SPECIAL BOARD MEETING**

DATE: March 3, 2006

TIME: 9:30 a.m.

LOCATION: Red Lion Hotel on the River- Jantzen Beach
White Stag Room
Portland, OR

MEMBERS

PRESENT:	Charles Farrell	Jerry Lee
	Benson Nielsen	Henry Hardnett
	J.J. McCament	Pedro A. de Magalhaes Castro
	Blaine Weber	

STAFF

PRESENT: Joe Vincent, Jr., Administrator
Elizabeth Stancil, Secretary Administrative

VISITORS

PRESENT: Peter Rasmussen, NCARB Secretary

OPEN SESSION

1. Call to Order 9:30 a.m.

1.1. Introduction of visitors

Mr. Vincent shared that Peter Rasmussen, NCARB Secretary will be joining the meeting during the joint session with Oregon.

1.2. Order of Agenda

Mr. Vincent informed the Board that we will have our joint luncheon with the Oregon Board members at 12:30 instead of 12:00 pm.

Mr. Hardnett will give a report on his trip to the IDP Conference in Washington D.C.

The agenda was approved through acclimation.

1.3. Review of Action Items and Approval of Minutes, January 27, 2006 Meeting

MOTION: It was moved and seconded to approve the minutes with amendments.

ACTION: Ms. Stancil will update the 2006 calendar and forward to the board members.

ACTION: Board staff will maintain the master action item list and send reminders for ongoing or incomplete tasks.

1.4. Review of Communications

The Board reviewed copies of communications.

2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations

2.1. Joint Luncheon with Oregon Board Members 12:30 pm – 2:30 pm

The Board met jointly with the Oregon Architect Board and discussed the following topics:

- Five-Year Rolling Clock
- Renewal Process (CPE)
- Compliance Process/Issues
- Construction Administration
- Building Designers/Engineers – relationship/history
- National Issues (NCARB/WCARB) – Peter Rasmussen, NCARB Secretary
- Legislative Issues

At the end of the joint meeting Mr. Farrell presented Peter Rasmussen with a plaque in recognition of his leadership while serving with the Washington Board.

CLOSED / EXECUTIVE SESSION

3. Complaints / Investigations

No Business

4. Legal Issues and / or Deliberation

No Business

OPEN SESSION

5. Disciplinary & Investigation Items

5.1. Action on proposed Board Orders/Stipulations

No Business

5.2. Action on complaints/investigations

No Business

5.3. Staff report on hearings schedule

No Business

6. Assistant Attorney General's Report

No Business

7. Committee Reports

7.1. Procedures and Policy Committee Report

No Business

7.2. Legislative Committee Report

Mr. Nielsen's report included the following:

- Rules
 - A reminder to Board members regarding the assignment to review model rules addressing potential ethics implications of board members' financial, employment and similar relationships with members of the regulated profession, and our need to draft examples of scenarios supporting/clarifying the rule
 - Change name of the Board throughout
 - Change time of annual meeting to better accommodate business needs
 - Reconcile and clarify the "supervision/administration of construction contract issue
 - The need to assure records for exam and license applicants are included in those available for searching on the website in accordance with the rule
 - The need to complete a review of all our rules, laws and policies to determine appropriate next steps for updating/cleanup
- Legislation
 - The industry has not put forward changes to the Architect law and, to the best of our knowledge, no other bills being considered by the legislature effect architectural practice

ACTION: Board staff will check the Internet to see if it is possible to find an applicant from the Prof License Query. If it is not, Board staff will correct this.

7.3. Documents Committee Report

No Business

7.4. Investigations and Enforcement Committee Report

Mr. Weber reported that he is working on completing a more user-friendly complaint form. He also shared that members of the profession are expressing frustration over having to provide onerous documentation in support of their complaints. He would like to focus on investigations timeline and follow up. Mr.

Weber will work with Mr. Vincent to develop specific goals in regards to timeline, follow up, etc.

Mr. Vincent shared that board staff is going to make more of an effort to manage the board workload and follow up and assist board members that are assigned to cases. He reported that recently filling the Management Analyst position and the pending recruitment and filling of the Program Manager position will help significantly in this effort.

Mr. Vincent explained how formal actions and administrative closures by the Board will be published in the newsletters.

ACTION: Mr. Vincent and Mr. Weber will work together to create an investigation timeline. This will include the board staff's new procedures.

ACTION: Ms. Stancil will correct and continue to update the number of days open on the Complaint & Disciplinary Report.

7.5. Budget Committee Report

No Business

7.6. Publications Committee Report

No Business

ACTION: Ms. Stancil will make sure that Ms. McCament is added to the newsletter mailing list and update her contact information

7.7. Board Liaison Activities

Mr. Hardnett reported on the IDP Conference he attended that took place in Washington D.C. in February. Topics included:

- Efforts in other states to get interns involved at the college level
- Taking the ARE early and which sections would be appropriate to take early

The Board discussed the concerns regarding reciprocity that the early examinations might bring. It appears that there will be no conflict with Washington law.

8. Board Executive's Report

8.1. Board Operations

Assistant Director Andrea Archer took a new position with the Employment Security department. The Board shared their gratitude for Ms. Archer's efforts on their behalf.

Jana Jones has been assigned to the position of Acting Assistant Director while the position is being filled. She is an attorney and has a strong legislative

background. The board members will be informed when the new Assistant Director is selected.

Liz Luce, Director of Licensing, has expressed interest in attending a future Board meeting. She wants to let us know that she recognizes our work and appreciates the importance of it.

MOTION: Mr. Nielsen moved and Mr. Farrell seconded to include an article in the newsletter to thank Ms. Archer for her support of this Board while in her position.

Motion Passed

A New Management Analyst, Brett Lorentson, started on February 13th. Brett will be initially working on some large projects for the Board including financial issues, performance measures and analyzing, documenting, and reengineering operational and investigative processes and procedures.

8.2. Administrative Matters/Legislation

No Business

8.3. Business and Professions Division

No Business

8.4. Department of Licensing

The departments URBP clean up bill is still “alive” in the legislature.

8.5. Financial Report

A financial report was provided in the board meeting packets to show the Architect fund balance and expenditures.

Mr. Vincent noted the fund is running a positive variance. It is anticipated some of the positive variance will be used to pay for the office staff co-location.

A Professions Status Report was provided on both Architects and Architect Corporations.

8.6. Board / Staff Travel

8.6.1. Pending requests

No requests pending

8.7. Other items

Reports were provided in the board meeting packets.
Transactions Report – shows processing workload
Architects Registered by Exam

Architects Registered by Reciprocity

Mr. Hardnett made the comment that since 2001 mandatory IDP requirement we are still seeing a number of candidates for the oral exam.

9. Old Business

9.1. Degree Requirement

Tabled until the next board meeting.

9.2. Funding IDP Enrollment

Tabled until the next board meeting.

9.3. Disciplinary Workshop

Tabled until the next board meeting.

9.4. Guidelines Booklet Revisions

Tabled until the next board meeting.

9.5. WCARB Spring Meeting Planning

Board staff received approval for five people to attend the WCARB Meeting, March 16-18, 2006. Board members attending are Mr. Farrell, Mr. Weber, Mr. Nielsen, and Mr. Hardnett. Mr. Vincent, Administrator, will also be attending.

Mr. Nielsen asked that members attending the WCARB Regional Meeting be prepared to meet and talk about electing someone at the regional level, should the talk of elections come up. Mr. Nielsen expressed to the Board that he would be interested if there is an opening.

10. New Business

No Business

11. Other Business

11.1. Action items from this meeting

The Board reviewed the action items from this meeting.

11.2. Agenda items for next meeting

Communication of multi family residential/exemptions.
Company Principal
Degree Requirement
Mandatory Construction Administration

11.3. Any other business

The Board discussed representation at the NCARB National meeting in June. Staff will request approval for the following Board members to attend:

Mr. Hardnett, Mr. Nielsen, Mr. Farrell, Ms. McCament, Mr. Lee (tentative), Mr. Castro (tentative)

The Board discussed the definition of principal and the apparent misuse and confusion regarding it's appropriate application.

ACTION: Mr. Vincent will forward Ms. Lantz's definition of "Principal" to all board members.

ACTION: An article will be added to the newsletter regarding the definition of Principal. This will inform Architects and Architect Corporations of the current rule and ask them to send comments or concerns

ACTION: Mr. Farrell asked that all board members review WAC 308.12.150 #5 regarding the definition of Principal and bring concerns or suggestions to the next meeting.

Concern regarding the Boards inability to make it to some of the significant agenda items was expressed.

ACTION: Board staff will move the significant agenda items to the top of the agenda.

12. Adjournment

Mr. Farrell adjourned the meeting at 3:02 pm.

Submitted by:

Joe Vincent Jr., Administrator

Date _____

Approved by:

Charles Farrell, Board Chair

Date _____